

PLANNED DISTRICT – MAJOR AMENDMENTS – COMMUNITY DEVELOPMENT DIRECTOR

Purpose: Certain planned districts, i.e., P-81-15 (Ardenwood Forest-New Town) and P-88-15 (Catellus Development), provide for Community Development Director approval of certain major amendments. The purpose of these major amendments is to provide the precise plan for portions of the planned district developments.

Code/Policy Reference: Fremont Municipal Code Title 8, Chapter 2, Article 18.1 (P Planned District); Development Policy for Planned Districts; Ordinances for P-81-15 and P-88-15.

I certify that I have submitted all of the required materials for this application. I understand that my plan review may be delayed if required materials are missing from the submittal package.

Project Applicant

Date

Submittal Requirements:

NOTE:

- Indicates an item which is always required
- Indicates an item which may be required, depending on the project. The staff person who provides you this sheet will check (□) the box if the item is required for your application

- 1. A completed application form signed by:
 - a. The current property owner(s), authorizing the project proposal.
 - b. The person who prepared the submittal, certifying its accuracy.
 - c. The billing party, acknowledging responsibility for charges.
- 2. Plans including the following items:
 - a. Vicinity map showing a one-half mile radius of the site.
 - b. Accurately dimensioned site plan showing:

- (1) Property lines.
- (2) Location, configuration and setbacks of all existing and proposed buildings and intended uses for the buildings and site, including occupancy classification and type of construction as defined in the Building Code.
- (3) Parking, vehicle circulation areas and driveways.
- (4) Pedestrian ways and recreation areas, existing and proposed.
- (5) Development Reserve Boundary, Toe-of-the-Hill and Ridgeline, where applicable.
- (6) Fencing.
- (7) Easements on the property.
- (8) All fire hydrants within 300 feet of the project site.
- (9) All land uses surrounding the project site.

■ c. Landscape Concept Plans, new or modified, showing:

- (1) Location, spacing, size, quantities, and botanical designations of all existing and proposed on-site, and required right-of-way trees.
- (2) Shrub, groundcover, turf grass, and ornamental grass massing with botanical designations provided in list form and grouped by type, symbol, and water use.
- (3) Concept sections and elevation drawings of all landscape architectural features such as walls, fences, lighting, paving types (and patterns), arbors, benches, fountains and other like features showing scale, form, materials, and colors.
- (4) Existing trees proposed for preservation.
- (5) Refer to the City's Landscape Development Requirements and Policies online at www.fremont.gov.

■ d. Elevations showing:

- (1) Each side of all proposed buildings and/or existing buildings.
- (2) Materials and colors to be used on each elevation.

■ e. Floor plans, indicating all intended uses of each area.

☐ f. Tree Survey Plan showing the following:

- (1) Existing and proposed site features, including but not limited to buildings, walls, paving, grading etc.
- (2) Tree(s) trunk six-inch DBH (trunk diameter at 4.5 – feet above ground level) and larger located on plan by a licensed surveyor, and with accurate canopy outline.
- (3) Trees labeled by number and tagged on-site per ISA standards.
- (4) Summary table identifying botanical designation, DBH, and elevation of tree at ground level.

NOTE: Additional analysis by a certified arborist may be required pending review of tree survey and other required project plans. If no trees exist on site, provide a statement by the civil engineer or surveyor indicating this, as an alternative to the required tree survey.

■ 3. The number of plans to be submitted with the application are:

- a. Nine (9) sets of full-sized plans, collated and folded to a size NO LARGER THAN 8" x 13".
- b. One (1) set of the plans reduced to 11" x 17", collated and folded to 8 1/2" x 11".

After initial review of your project has been completed, your project planner will request you submit the following materials 21 days before your public hearing or action date.

- c. Three (3) sets of full size plans.
- d. One (1) set of plans reduced to 11" x 17", collated and folded to 8 1/2" x 11".
- e. One (1) set of full size reproducible vellums.

Full-size plans submitted should be no larger than 30" x 42".

☐ 4. Statistics checked below may be given on the site plan or on a separate sheet:

- ☐ (a) Building floor area (measured from the exterior faces of the walls less any areas within the buildings devoted to parking/circulation, malls and similar areas).
- ☐ (b) Floor Area Ratio (FAR) calculations on provided worksheet. When the FAR is proposed to exceed the established threshold an application for a Finding will be needed.
- ☐ (c) Building coverage of site.
- ☐ (d) Number of parking spaces, specifying the number of full size, handicapped, and compact spaces.

- ☐ 5. Two (2) copies of the Summary Development Table, if it would represent a change from the original project summary (Attachment “A”).
- ☐ 6. Letter of Consent to Planned District Major Amendment Zoning Regulations, signed by every owner of property in the project area (Attachment “B”).
- ☐ 7. Letter of Endorsement by Professional Team (Attachment “C”).
- ☐ 8. A detailed statement explaining the proposal and the reasons for it. The statement should include the proposed package of project amenities, as described in the Development Policy for Planned Districts, for projects exceeding Step 1 of the General Plan density range.
- ☐ 9. This project will be subject to the requirements of Article 21.7, Inclusionary Housing, of the Fremont Municipal Code. The Inclusionary Housing Ordinance generally requires that 15% of the units within your project be made affordable. Details and specifics of the ordinance requirements are available at the Development Services Center, Office of Housing and Redevelopment and on line at www.Fremont.gov. Your project proposal should include a brief written statement as to how you propose to comply with the provisions of the ordinance and identify the proposed location of affordable units within the project.
- ☐ 10. A material and color sample board with an overall size no larger than 11” x 17”. The sample board shall include exterior finish material and colors for all visible surfaces including ground paving, walls, roofs, glazing systems, etc. The manufacturer’s or supplier’s names along with the color code and model numbers for each material or color shall be included on the material and color board. Any additional information needed to clearly identify the specific materials proposed to be used shall also be included. Both finish and color shall be labeled and keyed to the elevations.
- 11. A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.
- 12. Complete the Impervious Surface Area Calculation Sheet.
- 13. A Land Use Declaration and a Land Use Acknowledgement, signed by the property owner.
- ☐ 14. Environmental Impact Assessment Questionnaire.
- 15. A statement of Best Management Practices (BMP’s) appropriate for the proposed development to prohibit pollutants from entering into storm water runoff. The BMP statement shall include measures for construction, long term operation, and maintenance of the project.

Hearing Notification: The City will notify all property owners, as well as business and residential tenants within the appropriate radius of your project site. Most projects require a 300-foot radius, while some require 1,000-foot based on the sensitivity of the project and the level of community input anticipated or required.

As with all other costs, you will be billed for staff time to research, create and label the required postcards. If the public hearing is delayed for an extended period of time after notices for your project have been mailed, you will be charged the cost to re-mail postcards.

Materials: The remainder of the noticing costs are for the price of materials, including cardstock, labels and postage. We estimate materials to cost 46 cents per postcard.

Example: If there were 85 notices mailed for your project (the average number of notices for planning projects), your cost will be:

1/2 hour of staff time	\$28.00
85 postcards @ 46 cents each	\$39.10
Total Cost	\$67.10

Schedule Time Line: An applicant meeting with the staff planner assigned to the project will be tentatively scheduled at the time an application is filed, for a date approximately three weeks later.

The date of the applicant meeting will be confirmed by letter. The applicant and other project representatives should plan on attending the applicant meeting.

Before the applicant meeting, the project will be reviewed by the City Technical Coordinating Committee (CTCC) for general ordinance and policy compliance. The CTCC will also determine whether application materials are complete and whether additional environmental studies are required.

Any issues identified by the CTCC or staff planner will be discussed during the applicant meeting. If it is determined the application is incomplete, the staff planner will let the applicant know at or before the applicant meeting. Complete applications for planned district major amendments are generally acted on by the Community Development Director within one month.

Appeals: Appeals of Community Development Director action are considered by the Planning Commission. Appeals must be submitted within 10 calendar days of notice of staff action. See Information Sheet No. 2 for details.

Incomplete Applications: An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

Development Impact Fees:

Commercial and Industrial Buildings

Development impact fees may be assessed if your project involves new construction or additional floor area. If the project involves a change of use in a building, development impact fees may also be assessed. For example, a change from a warehouse to an industrial classification or a change from retail to an office would require Development Impact Fees be paid. A credit will be applied to the value of fees for the previous use category and a charge will be applied for the fees of the new use category. There are three categories of Development Impact fees assessed for commercial and industrial buildings: Traffic, Capital Facilities and Fire Protection Fees.

Residential Developments

New residential dwellings (single family and multi-family projects) always trigger payment of Development Impact Fees. In addition to the fee categories assessed for commercial and industrial buildings, new residential construction also requires the payment of Park Facilities and Park Dedication In-Lieu fees.

For further information on Development Impact Fees, please refer to the Development Impact Fee schedule available in the Development Services Center or speak with a Development Services staff member.

Fees: The minimum deposit for your application is \$_____ and is due at the time of submittal. The actual charge will be based on staff time required to process the application, including any appeal. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

Requirements described on this sheet are subject to change. If you need additional information or clarification to prepare your submittal, please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: _____ Phone:(510) 494-_____

for proposal: _____

_____ Date _____